

Civil Air Patrol
Headquarters
West Virginia Wing
Charleston WV 25329-0248

WV Wing Supplement 1
CAPR 190-1
3 April 2003 |

WV WING PUBLIC AFFAIRS PROGRAM

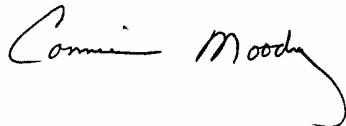
CAPR 190-1, Volume I, 1 May 2000, is supplement as follows:

4 - Reporting Requirements (Subordinate Unit PAOs)

1. Units will submit their public affairs activities on WV Form 190-1 monthly. See attachment 1, WV Wing PAO Monthly Action Report.
2. The Wing Director of Public Affairs will be notified of a newly appointed Squadron PAO with the submission of a CAPF 2a by the Squadron or the newly appointed PAO. Notification will include address, phone and fax numbers and e-mail address as applicable.
3. A copy of the completed Monthly Public Affairs report (CAPF 190-1 May 2000) is to be sent to the Wing PAO to maintain relationships, and aid in the effort to evaluate and assist with the overall public affairs program within the Wing. However, if the report is completed with no

information provided by the Squadron or appointed PAO to the Wing PAO, the Wing PAO will submit the report back to be completed. If reports continue to be submitted with no information provided, the Wing PAO will report to the Wing Commander to inform him/her that the Squadron PAO is inactive.

4 - Reporting Requirements (Wing Awards) In order to be considered for recognition as the "Squadron PAO of the Year" and/or "Region Public Affairs Officer of the Year", the Squadron PAO will complete and submit the required Monthly Public Affairs Report (CAPF 190-1) by the designated dates to Wing PAO with a copy to MER PAO encourage, promote, and manage a well rounded public affairs program based on the three primary missions of Civil Air Patrol.



CONNIE MOODY, Lt Col, CAP
Administrative Officer

RODNEY F. MOODY, Colonel, CAP
Commander

Supersedes WV Wing Regulation 1, 15 March 2002
OPR: PAO
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